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ABSTRACT

In April, 1981, a survey was distributed to state agencies responsible for teacher certification and placement in each of the states and territories (District of Columbia, Puerto Rico, and the Virgin Islands). This document reflects the status of placement services (for elementary, secondary, and higher education levels) in each of the respective states and territories. Addresses of contact agencies are provided for the states that maintain placement services, and information is given on hiring practices, issuance of vacancy lists, and other practices, requirements, and services of the state placement agencies. (JD)

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DIRECTORY OF TEACHER PLACEMENT SERVICES IN THE UNITED STATES AND TERRITORIES

Michigan Department of Education
Teacher Preparation and Certification

June 1981

U.S. DEPARTMENT OF EDUCATION
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INTRODUCTION

Teacher supply and demand is increasingly becoming a major concern across the country. A number of states are experiencing severe lay-offs and at the same time other states have extreme shortages, particularly in certain subject areas. This imbalance suggests a need to provide information to prospective employers and teachers regarding the availability of teacher placement services across the country.

On April 25, 1981, a survey was distributed to state agencies responsible for teacher certification in each of the states and territories. Responses were received directly from all of the state agencies, thus this document accurately reflects the status of placement services in each of the respective states and territories. For further information, contact the individual state agency indicated in the document.

Robert A. Roth, Director
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Michigan Department of Education

Teacher Placement Services In The States

(Survey Conducted April 1981)

ALABAMA - Operates a Teacher Placement Service, Room 350, State Office Building, Montgomery, Alabama 36130. After contacting the above address they will send a person an application to complete. Applications are kept on file and mailed to superintendents twice a year. Also, superintendents call the service if they are in need of teachers. They do not publish a vacancy list.

ALASKA - The Department of Education does not provide a placement service. Individuals are advised to apply directly to each district for vacancies. The addresses of Alaska's fifty-two school districts are in the Alaska School Directory available from the state agency at: State of Alaska, Department of Education, State Office Building, Pouch F, Juneau, Alaska 99811. Placement information is also available by writing to: University of Alaska, Placement Services, Seventh Floor, Gruening Building, Fairbanks, Alaska 99701.

ARIZONA - The Certification office does not provide any placement service. Application for employment should be made directly to individual school district offices.

ARKANSAS - Does not maintain a central placement service.

CALIFORNIA - Has no placement service. A person can request a list of California County Superintendent of Schools by writing to the State of California, Department of Education, Personnel and Training Office, 721 Capitol Mall, Room 106, Sacramento, California 95814.

COLORADO - Has no central teacher placement service. Jobs are listed through college placement services and with individual district personnel offices.

CONNECTICUT - Vacancy List for Teachers and Administrators in the public elementary and secondary schools will be published and released on the 15th of each month, JANUARY thru SEPTEMBER 1981. It should be noted that the vacancies are frequently listed in other publications. Therefore, the position may have been already filled. Consequently, applicants should contact and apply directly to the Superintendent of Schools in the town in which the vacancy appears. For a list of superintendents, write to the State of Connecticut, State Department of Education, Box 2219, Hartford, Connecticut 06115.

If you wish to have future vacancy lists sent to you, please send to the above address a 4 x 9½ business self-addressed stamped envelope for each month. Do not send for more than one month at a time. Due to the number of envelopes received we are unable to maintain them for the following month.

Applicants applying are urged to be sure that they are certified or eligible for CERTIFICATION IN CONNECTICUT for the position. Certification information may be obtained from the Office of Teacher Certification, P. O. Box 2219, Hartford, Connecticut 06115.

DELAWARE - Does not have a teacher placement service, however, for a list of school districts and their superintendents contact the State of Delaware, Department of Public Instruction, the Townsend Building, Dover, Delaware 19901

FLORIDA - Priority in filling vacancies will be given to those persons who have applied for Florida certification in their areas of preparation and competency. It is strongly recommended that certification be obtained prior to applying for a position in Florida. Contact Dr. Garfield Wilson, Teacher Certification, Knott Building, Tallahassee, Florida 32301, for application forms and information on Florida certification requirements. Upon receipt of your Florida certification, then contact the district office in the county in which you wish employment. Employment is handed at the local level. No state personnel placement office exists for district vacancies.

GEORGIA - A teacher seeking employment in Georgia may contact either the individual school systems or Dr. Julia Elfman, Consultant, Teacher Recruitment, 302 State Office Building, Atlanta, Georgia 30334. A list of superintendents with addresses of school systems will be provided upon request. In addition, Job Fairs are held periodically where prospective teachers can meet superintendents and personnel directors. Lists of available teachers are shared periodically with school systems giving teachers' names, addresses and field of certification.

HAWAII - Does not maintain a placement service. It has a single unified public school system. For information concerning certification requirements and staff selection procedure, write to the State of Hawaii, Department of Education, Office of Personnel Services, P. O. Box 2360, Honolulu, Hawaii 96804.

IDAHO - The Idaho Department of Employment (Job Service) administers a statewide Teacher Placement Service through individual Job Service offices throughout the state. Each elementary and secondary school teaching position that is listed with these offices is automatically placed on a master listing for the entire state which is updated and printed on a regular basis. We do not create an ongoing mailing list for this master listing, but we will send the most current listing upon request. We do not keep resume files on teaching applicants. Idaho residents should file an application at their local Job Service office. Out-of-state applicants should apply directly to the school district, and are asked to inform superintendents that position information was received from the state Job Service when applying for positions on the attached listing. Contact the Department of Employment, State of Idaho, Teacher Placement Service, Box 35, 1175 South Orchard, Boise, Idaho 83735 for registration forms.

ILLINOIS - Has a placement section within their Office of Education, A vacancy list is published and mailed to registrants, however, in order to receive it, a self-addressed 9 x 12 manila envolope with $.40 postage affixed must be sent to the Springfield address by the first of each month. For complete information on registration and the vacancy list contact the Illinois Office of Education, Certification and Placement Section, 100 North First Street, Springfield, Illinois 62777.

INDIANA - Please be advised that this office does not have a Teacher Placement Service. The only Teacher Placement Service for Indiana is through the Employment Security Department, Room 100, 10 North Senate Avenue, Indianapolis, Indiana 46204.

IOWA - Job Service of Iowa offers the facilities of their professional placement unit to those individuals seeking teaching positions. Out of state applicants seeking teaching jobs in Iowa should visit their nearest Employment Service Office in their State, and request that a "Clearance Application" be extended to Iowa through the U. S. Department of Labor's Inter-State Clearance System. If a vacancy exists, the office will notify the applicant. No vacancy list is published. Another job source is the Sunday edition of the Des Moines Register. Numerous school districts advertise in the newspaper. Contact Iowa Department of Job Service, 1000 East Grand Avenue, Des Moines, Iowa 50319.

KANSAS - Has no teacher placement agency. Contact the Office of the Commissioner, Kansas State Department of Education, Kansas State Education Building, 120 East Tenth Street, Topeka, Kansas 66612, for a list of school districts and their superintendents.

All of the State universities and private colleges maintain their own teacher placement service. Contact the Office of the Commissioner for a list.

Contact Mr. Jim Richardson, Job Resources, Department of Human Resources, 401 Topeka, Topeka, Kansas 66603, for a list of vacancies.

KENTUCKY - Has a listing service for teachers and other school personnel who hold a valid Kentucky certificate. Contact the Division of Teacher Education and Certification, 1820 Capitol Plaza Tower, Frankfort, Kentucky 40601. A person can file a placement information form while a certificate application is pending and then be placed on the available teacher list when certification has been issued.

LOUISIANA - Has a referral service. Applicants complete an application form. The teacher's application is filed in this office and upon an employing superintendent's request for a teacher certified in a particular area, a copy of all applications are forwarded to him. Contact the State Department of Education, Bureau of Higher Education and Teacher Certification, P. O. Box 44064, Baton Rouge, Louisiana 70804. Also available from this office is a list containing names and addresses of the parish superintendents.

MAINE - Has a teacher's registration bureau that charges a fee of $5.00. In order to use it, a person must be certifiable in Maine. For complete information write to Teacher Certification and Placement, State Department of Educational and Cultural Services, Augusta, Maine 04333.

MARYLAND - Neither the Department of Education or the Maryland State Employment Service provides a central placement service for teachers.

MASSACHUSETTS - Operates a placement service with an annual fee. Publishes a vacancy list bi-monthly that is mailed to registrants. Contact the Placement Service, Bureau of Teacher Certification, 31 St. James Avenue, Boston, Massachusetts 02116. Another job source is the Division of Employment Security Professional Job Service Center, 4000-2 Trotten Pd. Rd., Waltham, Massachusetts 02154. They publish a vacancy list that is mailed quarterly to all registrants.

MICHIGAN - The Michigan Department of Education does not operate a placement service nor does it publish a directory of Michigan school districts.

A complete directory of Michigan school districts is available by sending $6.00 to: Michigan Education Directory, 925 E. Kalamazoo Avenue, Lansing, Michigan 48912.

MINNESOTA - Maintains an educator's placement service with a yearly enrollment fee. A bi-weekly vacancy list is published and mailed to all registrants. A one-page application form must be completed. Contact Dr. George B. Droubie, Manager, Personnel Licensing and Placement, State Department of Education, Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101.

MISSISSIPPI - Reports that teacher placement is at an all-time low due to the fact that the supply exceeds the demand at the present time. The placement service in the Mississippi State Department of Education does not function because school superintendents do not list vacancies. They prefer to pick and choose from the applicants that contact them.

MISSOURI - The Missouri Division of Employment Security, 421 East Division, Jefferson City, Missouri 65101, reports that they provide placement services to teachers on the same basis as any other professional applicant. Teaching jobs are listed on micro-fiche in each Missouri Job Service Office and are available for applicants to see. They state a person should send a resume to the Job Service Office where work is wanted. Contact above address for details.

MONTANA - Does maintain a teacher placement service. For requirements and procedures contact the Teacher Placement Section, Employment Security Division, Box 1728, Helena, Montana 59624.

NEBRASKA - The Nebraska Department of Education does not operate a Teacher Placement Division however placement services are available through the following institutions of higher education. Address inquiries as follows:

Director Teacher Placement Office:

University of Nebraska - Lincoln
Henzlik Hall
Lincoln, Nebraska 68588

University of Nebraska - Omaha
60th & Dodge Streets
Omaha, Nebraska 68182

Peru State College
Peru, Nebraska 68421

Wayne State College
Wayne, Nebraska 68787

Kearney State College
Kearney, Nebraska 68847

Chadron State College
Chadron, Nebraska 69337

NEVADA - Does not have a teacher placement service within their State Department of Education.

NEW HAMPSHIRE - Does not operate a formal teacher placement service. The New Hampshire Department of Employment Security, however, does list teacher openings in state employment offices in the state plus selected offices in Vermont, Maine, and Massachusetts. For information contact the New Hampshire Department of Employment Security, 317 Lincoln Street, Manchester, New Hampshire 03103. For certification requirements write to the Director of Teacher Education and Professional Standards, State Department of Education, 410 State House Annex, Concord, New Hampshire 03301.

NEW JERSEY - Be advised that New Jersey no longer operates a placement service for teachers through the New Jersey Job Service. The Division of Field Services prints an annual "Job Locator Report" which is available upon request. However, those who inquire to this Bureau are routinely advised to contact local districts. County Departments of Education no longer produce listings of openings either.

NEW MEXICO - The State Department of Education does not have a Teacher Placement Bureau, as such, but merely gives a "locator service." The department sends a list of school districts to interested people. For complete information contact Gertrude Rarick, Teacher Locator Service, State of New Mexico, Department of Education, Education Building, Santa Fe, New Mexico 87503.

NEW YORK - Does not operate a placement service specifically for teachers.

NORTH CAROLINA - Does not have a teacher placement division, and there is no current demand or need for this service in North Carolina.

NORTH DAKOTA - Operates a teacher placement service. There is no fee. A weekly vacancy list is published and mailed to registrants. Resumes are maintained on the people using the service. For registration forms contact Job Service North Dakota, Teacher Placement Service, P. O. Box 609, Mandan, North Dakota 58554.

OHIO - According to the Assistant Director, Division of Teacher Education and Certification, Ohio does not have a state teacher placement service. Ohio Education Association will hold a Teacher Placement Fair July 29, 1981.

OKLAHOMA - Operates a teacher placement service that publishes a monthly vacancy list for higher education positions. To register and establish a credential file contact the Oklahoma Employment Security Commission, Teacher Placement Service and Clearinghouse for Higher Education, 919 NW 23rd Street, Oklahoma City, Oklahoma 73106.

OREGON - The State of Oregon does not have a government supported teacher placement service.

PENNSYLVANIA - Does not have a teacher placement service.

RHODE ISLAND - Does not maintain a teacher placement service. In seeking employment in Rhode Island, a person has to contact each individual superintendent's office. For a list of superintendents, write to Teacher Education and Certification, Department of Education, 235 Promenade Street, Providence, Rhode Island 02908

SOUTH CAROLINA - Has no central placement agency for educators, however, this service is currently being developed. Write to the address below for current status of the placement service at the time you are applying.

Mrs. Jo Ann Kerry
Office of Research
State Department of Education
1429 Senate
Columbia, South Carolina 29201

SOUTH DAKOTA - Operates a teacher placement service. A weekly vacancy list is mailed to all registrants. Registrants must complete a membership card which consists of a brief personal record, education form, teaching experience and a minimum of two and a maximum of four non-confidential recommendations. Also a "Release" which gives the agency legal permission to send or show credentials to hiring officials. No fee is charged. For registration information contact the Teacher Placement Center, Job Service Division, South Dakota Department of Labor, 607 North Fourth Street, Box 1730, Aberdeen, South Dakota 57401. For registration information contact Mr. Ray Novak, Teacher Placement Center.

TENNESSEE - Tennessee does not have a placement office. You will need to contact the individual Superintendent for employment.

TEXAS - Has a teacher registration service operated by the Texas State Teacher's Association, 315 West Twelfth Street, Austin, Texas 78701. Applications from out-of-state non-members are accepted. Contact the Association. Registration is available to the following at no cost: (1) Members of TSEA and (2) Members of TSTA. There is a $30.00 fee for non-member teachers in Texas who are not currently engaged in teaching. For complete information contact the above address.

UTAH - Offers a limited teacher placement service. Publishes a monthly vacancy list that is mailed to individuals using the service. Contact the Division of Staff Development, Utah State Board of Education, 250 East Fifth South, Salt Lake City, Utah 84111, for details.

VERMONT - The Vermont Job Service does not operate a teacher placement service per se. We do operate a statewide Job Bank system which contains openings listed with us by Vermont employers including school districts. Each day our local offices receive a micro-fiched Job Bank listing as well as a printout of available educational openings. These placement tools are available only for applicants who are physically in our offices.

While we do accept mail requests for applications, we prefer to have the applicant visit his/her local state Job Service and complete an application form. In a face-to-face interview we are more likely to secure the information needed to help us place the applicant. Once the application is completed, the individual can request that it be placed into the Interstate Placement System. Through the Interstate system, each local office in Vermont receives a weekly micro-fiche listing those applicants interested in relocating to Vermont along with the information necessary to match them with a suitable opening. All of our offices compare the Interstate applicants with available openings and contact those applicants who match employer requirements.

VIRGINIA - Does not operate a teacher placement service. A person can obtain a list of superintendents by writing to the Supervisor of Teacher Certification, Division of Teacher Education and Certification, State Board of Education, P. O. Box 6-Q, Richmond, Virginia 23216.

WASHINGTON - The State Superintendent of Public Instruction does not provide placement services for educators.

WEST VIRGINIA - Does operate a teacher placement service. The contact person for the Teacher Placement Service in the West Virginia Department of Education is Mr. Roger Vaughan, 1900 Washington Street, East, Capitol Complex, Room B-219, Charleston, WV 25305 (phone: 304-348-2984). Data from prospective teachers are captured from applications and maintained on a computer file. Resumes of applicants in specified fields are made available to county superintendents and others upon request. We make no effort to maintain a listing of vacancies.

Applicants for this service are also forwarded a listing of names and addresses of county superintendents with the suggestion that direct contact with counties in which they are interested might be more effective.

WISCONSIN - Does have a teacher placement service. An application form can be requested. Teachers should first check with the Department of Public Instruction to see if they meet the requirements for teaching in their state. A vacancy list is not published. Openings are published daily on a micro-fiche listing that is available in Wisconsin Job Service Offices. Otherwise they try to notify applicants by telephone, depending on the demand in the field. For details contact the Teacher Placement Service, P. O. Box 7902, Madison, Wisconsin 53707. Information on certification can be obtained by writing to the Administrator, Teacher Certification, State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702.

WYOMING - The State Department of Education no longer provides placement services for teachers. However, the University of Wyoming Educational Placement Office will provide you with current listings of teacher vacancies. The cost of this service is $25.00 and further information is available from:

Educational Placement Office
College of Education
University of Wyoming
Laramie, Wyoming 82070

DISTRICT OF COLUMBIA - For employment information write to the District of Columbia Public Schools, Division of Personnel, Room 706, 415 Twelfth Street, N. W., Washington, D. C. 20004. They will send a person an application for certification and a teacher employment application.

PUERTO RICO - For information concerning certification and teaching in Puerto Rico contact the Commonwealth of Puerto Rico, Auxiliary Secretary for Personnel, Department of Education, Hato Rey, Puerto Rico 00919.

VIRGIN ISLANDS - The Department of Education does not have a government supported teacher placement service. The Department does handle the staffing for the public schools of the Virgin Islands. For details write to the Department of Education, P. O. Box 630, Charlotte Amalie, St. Thomas, Virgin Islands 00801, and Department of Education, P. O. Box I, Christiansted, St. Croix, Virgin Islands 00820.